



City of Morgan Hill  
Seeks Enthusiastic Individuals for the Position of

## LEAD LIFEGUARD

### POSITION DESCRIPTION

Under the direct supervision of the Aquatics Center Deck Coordinator, the Lead Lifeguard oversees the daily operations of the Aquatics Center and/or Centennial Recreation Center by assisting in the planning, direction, leadership, and staffing of all generally classified Lifeguards on deck. Must be able to work flexible hours, including evenings, weekends, and holidays.

### ESSENTIAL DUTIES

- Assist in the planning, organizing, directing, and supervising of all Lifeguards; arrange for breaks and rotation of work posts for all Lifeguards.
- Teach swim lessons and lifeguard, as needed; provide in-service training.
- Provide excellent customer service; maintain effective working relationships; work cooperatively with City Staff and Customers.
- Enforce all City facilities rules and regulations; ensure cleanliness and safety of the all City facilities; assist with light janitorial duties.
- Ensure that all safety equipment is in stock, at the appropriate location, and in good working condition at all times.
- Perform rescues, administer first aid, perform CPR, and summon supervisors and emergency personnel as required for injuries or other medical emergencies.
- Compile written reports to document rescues, injuries and other incidents as required.
- Maintain accurate records, ensure proper completion of reports, records, logs and timecards, and make necessary reports to the Supervisor.
- Perform related duties as assigned
- Person may be assigned as a swim lesson lead if qualified. Duties to include: creating swim lesson staffing schedule, assessing and assisting in the transfers of children between classes based on ability level, communicating with parents, hold in-service training for instructors, and supervising instructors while on duty.

### MINIMUM QUALIFICATIONS

**Education/Experience:** Graduation from high school or GED equivalent. Minimum of two years/seasons of experience as a Lifeguard or Water Safety Instructor (WSI). Previous supervisory experience is desirable.

**Licenses/Certificates:** Red Cross Lifeguard Training, and Water Safety Instructor (WSI) certificates are required and must be obtained prior to start of position.

**Knowledge of:** Principles, methods, and practices for organized aquatic and recreation programs; principles of effective supervision and evaluation of staff; techniques for effectively dealing with the public, both in person and over the telephone; rules and regulations applicable to City facilities.

**Skill in:** Planning, organizing, directing, and supervising Lifeguards; interpreting and implementing policies and procedures; learning and adapting to changing priorities and multiple demands; effectively communicating; displaying outstanding customer service skills by providing information and assistance to customers in an effective manner.

**Special Requirements:** Position requires availability of 20-40 hours per week during summer periods, June through August. Position allows for only one week (consecutive) vacation time-off request during the summer periods, June through August. Applicants must be willing to work outdoors in varying weather conditions. Applicants must be physically capable of sustained walking, standing, or climbing. Applicants must be willing to wear City of Morgan Hill Lifeguard uniforms and swim wear at all times when on duty.

### SALARY

This is a part-time position without benefits. The salary range for this position is \$12.00 to \$15.00 per hour.

### APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at: City of Morgan Hill  
17555 Peak Avenue  
Morgan Hill, CA 95037  
or on-line at [www.morganhill.ca.gov](http://www.morganhill.ca.gov)

### SELECTION PROCESS

Applications will be screened and those applicants who possess the minimum qualifications will be invited to an oral interview with the Aquatics Center Recreation Coordinator. Prior to appointment, a drug test, background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB testing.

